AAG

## Minutes of Meeting

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| **Date** | **06/04/2023** |
| **Time** | **10:00am-12:00pm** |
| **Location** | **MS Teams Call** |
| **Present** | **Ruth Jennings – Sainsbury’s (Chair), George Brown – SQA Accreditation (Vice-Chair), Stuart McKenna – STF, Sheila Dunn – The SCQF Partnership, Diane Mitchell – West Lothian College, Alison Bailey-Bucknell – FISSS, Tommy Breslin – STUC, Nicola Crawford – Education Scotland, Terry Dillon – SDS, Nicola Conner – SDS (Secretariat)** |

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|  | **Apologies & Guests** |  |
|  | Apologies  Catherine Ferry – Scottish Government, Kate Mooney – BT Openreach, Alison Eales – QAA  Guests  Elaine Herd – Scottish Government, Laura McEwan – Skills Development Scotland, Robert Bruce – Enginuity |  |
| **1.** | **Welcome & Previous Minutes** |  |
|  | Massive thank you from RJ to GB for keeping things running over the past month and stepping in as chair at the last minute.  Will be looking into employer membership and apprentice membership for AAG in the coming months.  NCo to add in Continuous Improvement Activity update to the action log | NC |
| **2.** | **Development Manager Update** |  |
|  | Members would like to thank Alan Inglis for his work on the Engineering development and wish him all the best in his retirement.  Carpentry & Joinery  TB wanted to confirm if colleagues from Unite are involved in the C&J development. LM will get back to TB on this.  TD provided more background on the PDA review group – challenges had been identified with the delivery of the PDA, and elements of the PDA were outdated. The review group works with SQA, TEG members, employers, and other stakeholders from the industry to identify the most suitable approach for this development. SDS are working in collaboration with SQA.  TD will come back to EH with more detail on the membership of this review group.  Land-use  Questions raised on the recruitment of a TEG chair for Land-use. There have been positive conversations with individuals on the TEG, however, there has been difficulty in getting an individual to commit to the role. This has resulted in discussions considering the possibility of an alternating TEG chair.  This has been captured in CI activity and has been identified as an ongoing risk  Fitting Building Interiors  TB flagged that there may have been some challenges surrounding plastering and queried whether these had been resolved. Development manager has reached out to Unite and there has been engagement there. LM will pick up and update TB if these challenges are still ongoing.  Accounting  Members surprised to hear that current Accounting frameworks do not have a CBQ element to them. This is a result of reviews and re-iterations of the framework pushing out NOS and producing exam-based only frameworks.  Members queried whether this may be a potential risk of this occurring in future developments.  TD/NCo to review roadmap of developments and flag if there are any similar risks.  Hospitality  TB flagged that a Fair Work Convention for Hospitality is being held on April 18th, and that the results of this enquiry may provide outputs to support the development. It may also impact the attendance for TEG 1  AAG were hugely complimentary of the new style of updates as members feel they add real value to the meetings, and allow the ability to check, challenge and support apprenticeship development. | TD  NC/TD |
| **3.** | **Engineering Review** |  |
|  | Members queried the move from SCQF Level 5/6 to SCQF Level 7. RB clarified that this was the outcome of the TEG, and through TEG meetings and further consultation, the content and competency of the work situations were more aligned to SCQF Level 7. This has been received well by the sector as it has been led by the TEG.  Members also queried why specific SSOs chose not to join the consultation. RB explained that some SSOs felt that their apprenticeships were entirely different from the proposed apprenticeship. However, they have been engaged throughout, documentation has shared with them and there are now meetings in the diary to discuss suitability of the framework.  Apprenticeship Approval Document  The document lists 9 frameworks which are covered by this Engineering framework, of which 5 frameworks are sitting at SCQF Level 5. AAG questioned whether this is this too big of a jump to SCQF Level 7. RB clarified that this provision doesn’t intend to replace the Level 5 frameworks as they are mostly operative roles, this overarching Engineering framework at Level 7 offers progression and flexibility.  Members flagged the potential risk of losing the suite of lower-level frameworks as a result of this overarching L7.  Page 5 – More clarity that the minimum requirement for the academic component of the apprenticeship is L6, AAG members felt this could be clearer in the AAD.  Page – Section on TEG, ‘credit rated and levelled’, to ‘credit rating’, and make clear that the TEG members do not participate in the credit rating.  Page 7 – TEG Membership, amendment ‘representation was also sought through Scottish TUC’, additionally this section shouldn’t reference **Scottish Union Learning**, as they are a part of Scottish TUC.  Standard & Framework Documents  Page 13 – Qualification requirements are not clear on what needs to be achieved. Members struggled to see where the Level 5 requirements would fit into the framework and how RPL would play into this.  It was explained that all candidates are required to achieve a Level 5 qualification with Engineering content in it. However, the TEG, and consultation feedback highlighted that employers felt extensive work experience should also be considered in place of the Level 5 qualification. AAG requested for this section to be tidied up and for it to be clearer on what is mandatory and what will be considered as RPL.  AAG flagged queries from Training Providers on the duration, RB confirmed that some providers may be able to deliver the framework in under 48 months. The expected 48 months considers all business sizes and capabilities.  References to degree Level study, need to specify what SCQF Level this is.  Members raised some questions surrounding the progression and representation of learner pathways in the apprenticeship.  TD will pick up with NCr offline to discuss how this pathway can be made clearer for apprentices and employers.  **AAG members are happy to approve in principle**  The group thank Robert Bruce for his attendance today and commended the high quality of the submission and his wealth of knowledge, which made for a very positive experience. | TD/NC |
| **4.** | **AOB** |  |
|  | Face-to-face meeting  Hoping to get a date firmed up as soon as possible, members encouraged to respond with their availability as soon as possible.  RJ highlighted agenda items discussed for the meeting, and the intention to send out pre-reads in advance of the meeting to allow more focus on discussion.  Members felt it would be beneficial to their knowledge and understanding to observe at a SAAB or TEG meeting. Members can reach out to TD to facilitate this. |  |

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| **Outstanding Actions from Previous Meetings** | |
| **Action** | **Owner** |
| AAG Members to attend TEGs in an observatory role. | MG |
| Report back to AAG on uptake in OPS Framework in May 2023. | GW |
| Review FAQ Document in **June 2023** | MG |
| Review ToR Document in **June 2023** | MG |
| Continuous Improvement Activity Update **May/June 2023** | TD |

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| **Apprenticeships Approved in Principle (Stage Gate 3)** | |
| **Name of Apprenticeship** | **Date Approved** |
| Hairdressing & Barbering SCQF Levels 5 and 6 | 06/10/2022 |
| Aquaculture SCQF Levels 5 and 7 | 06/10/2022 |
| Digital Technology SCQF Level 6 | 12/01/2023 |
| Digital Technology SCQF Level 8 (Additional three pathways) | 12/01/2023 |
| Engineering SCQF Level 7 | 06/04/2023 |